

## Organizational Policy

### JOB CHANGES

#### Purpose

The purpose of this policy is to provide City of Rochester employees and supervisors clear definitions and guidelines for employee job changes associated with promotion, reclassification, lateral move, and demotion.

Nothing stated in this policy creates an employment contract between the City of Rochester and its employees.

#### Promotions

*Definition:* A promotion involves the selection of an employee into a position of higher pay and responsibility than the employee's current position. In most cases, promotions involve (a) a competitive recruitment process and (b) a subsequent vacancy in the employee's work group to backfill the work previously performed by the promoted employee. Promotions do not include situations where a department restructure creates a new position that includes a substantial amount of work performed by a current employee and the employee is subsequently selected for the position.

*Wage and Payroll Considerations:* Employees awarded a promotion are eligible to receive an increase to their current wage rate<sup>1</sup>. The employee's new rate of pay will be based on their experience, qualifications, length of service, and other relevant factors permitted by law. All promotions must have an effective date that corresponds with the start of a pay period. The employee's anniversary date will change to correlate with the effective date of the promotion.

*Special Considerations:* All employees awarded a promotion shall serve a probationary period of at least six months. An employee who is currently in a new-hire probationary period is not eligible for promotion unless the Department Head has determined that the promotion of such employee will be to the advantage and betterment of both the employee and the City.

#### Reclassifications

*Definition:* A reclassification is a substantial change of an existing position duties and responsibilities that are ongoing in nature and not in conjunction with project work or a temporary assignment. The intent of a position reclassification is not to reward the high performance of an incumbent, but instead to identify a substantial change in a position due to department needs. Position reclassifications may result in movement to a higher or lower pay grade depending on the nature of the change in duties and responsibilities.

*Wage and Payroll Considerations:* Employees who are reclassified to a higher pay grade are eligible to receive an increase to an existing pay rate in the new pay range that is above their current wage rate<sup>1</sup>. The employee's new rate of pay will be based on their experience, qualifications, length of service, and other relevant factors permitted by law.

Pay for employees who are reclassified to a lower pay grade will be handled as follows:

- A. When the new pay range includes the employee's current wage rate, the employee will be placed at the nearest pay rate in the range that is below their current wage rate.
- B. When the employee's current wage rate is above the new pay range, the employee's current wage rate will be adjusted to the maximum of the new pay range.

All reclassifications must have an effective date that corresponds with the start of a pay period. The employee's anniversary date will not change because of a reclassification.

*Requesting Reclassification:* A supervisor may make a request for a position reclassification to the Director of Human Resources or designee. This request will include the current position description and a narrative describing the substantial change(s) to the position duties and responsibilities. For the purpose of evaluating "substantial change" to position duties and responsibilities, a 40 percent change threshold is used; in other words, the request for reclassification must demonstrate that position duties and responsibilities have changed by at least 40 percent. Generally, reclassification requests for a position shall not be made more frequently than every three years.

*Reclassification Considerations:* Requests for reclassification will be reviewed to ensure fairness and consistency with comparable positions and requests Citywide. Department needs, and not the incumbent qualifications, will be considered in evaluating the requested reclassification.

## Lateral Moves

*Definition:* A lateral move is a transfer or ongoing reassignment of an employee to a position that is within the same pay range and/or involves the performance of comparable work, which may involve similar or dissimilar job duties. A lateral move most generally occurs due to an employee voluntarily applying for a new position or a layoff and resulting employment shifts.

*Wage and Payroll Considerations:* Generally, a lateral move will not involve change in the employee's current wage rate<sup>1</sup>. All lateral moves must have an effective date that corresponds with the start of a pay period. The employee's anniversary date may change depending on whether the new position is materially different from the employee's previously held position.

*Special Considerations:* Department Heads are authorized to reassign a qualified employee to perform different work duties within the same job classification. Reassignment to a position in a related job classification within the same pay grade may be made for a period not to exceed six months; this period may be extended with the consent of the employee.

Employees who move laterally to a new position may serve a probationary period of at least six months depending on whether the new position is materially different from the employee's previously held position.

### Demotions

*Definition:* A demotion is the movement of an employee into a position of lower pay and responsibility than the employee's current position. A demotion may be voluntary or involuntary due to performance concerns or as part of a disciplinary process.

*Wage and Payroll Considerations:* Employees who move to a lower-level position in the City shall be paid at an existing pay rate in the new position pay range. When the new pay range includes the employee's current wage rate<sup>1</sup>, the employee will be placed at the nearest pay rate in the range that is below their current wage rate; in no case will an employee's new wage rate be higher because of a demotion. In cases where the employee's current wage rate is above the pay range of the new position, the employee's current wage rate will be adjusted to the maximum of the new pay range. All demotions must have an effective date that corresponds with the start of a pay period. The employee's anniversary date may change depending on whether the new position is materially different from the employee's previously held position.

*Special Considerations:* Employees who move to a lower-level position may serve a probationary period of at least six months depending on whether the new position is materially different from the employee's previously held position.

### Exceptions

The City Administrator or designee may approve exceptions based on internal equity, market conditions and other considerations.

- <sup>1</sup> For the purposes of this policy, an employee's current wage rate refers to their base wage rate without any overtime or differential pay.

Policy revisions approved by City Administrator:



Alison Zelms

08/20/2024

Date

#### Policy History

Current Revision: 08/20/2024

Previous Revision(s): 05/2022

Adopted from previous policy Promotions, Reclassifications, Reassignments, Transfers, and Demotions (created: 08/2009,01/2020, 06/2020)